



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1700.2
Effective Date: May 20, 2005
Expiration Date: December 15, 2005**

Responsible Office: Safety and Mission Assurance Office

SUBJECT: Safety Assignments

1. REFERENCE

LAPD 1700.1, "Safety Program."

2. SUMMARY

This policy directive sets forth organizational and functional safety assignments and specifies the authorities and responsibilities of each.

3. LINE ORGANIZATION

a. Facility Safety Heads

All Facility Safety Heads are recommended for appointment by the line organization responsible for the operation of a facility, to the Vice Chairperson of the Executive Safety Board (see Attachment A).

(1) Safety Head, Facility/Building/Single Research Apparatus

Facility Safety Heads for facilities housing a single research apparatus that warrants individual analysis and control are responsible for:

- (a)** Performing the organizational type functions for the facility complex housing the research apparatus.
- (b)** Establishing and reviewing normal and emergency operating procedures.
- (c)** Reviewing all facility changes to ensure continuing facility safety and configuration control.
- (d)** Reviewing personnel training and knowledge of facility procedures.
- (e)** Developing and assuring adherence to preventive maintenance schedules and programs for all facility systems and equipment.
- (f)** Initiating periodic validation of equipment that could become hazardous to personnel or property in the event of failure.

(g) Complying with specific responsibilities defined in the Langley Research Center (LaRC) Safety Manual.

(2) Facility Safety Heads, Multiple Research Apparatus

Principal Facility Safety Heads shall:

In cases where a single facility complex houses multiple research apparatus, and these devices are sufficiently complicated or hazardous to warrant individual safety analysis and configuration control, the cognizant Principal Facility Safety Head will recommend the appointment of Organizational Facility Safety Heads for each apparatus/facility within the complex.

(a) Responsibilities, Principal Facility Safety Head

(i) Ensure that the Organizational Facility Heads under their cognizance fulfill their assigned responsibilities.

(ii) Perform the organizational type functions for the facility complex housing the various research apparatus.

(b) Organizational Facility Safety Heads

Organizational Facility Safety Heads are responsible for the safety of their research apparatus and are the point of contact for all safety matters related to this equipment. These responsibilities include:

(i) Establishing and reviewing normal and emergency operating procedures.

(ii) Reviewing all facility changes to ensure continuing facility safety and configuration control.

(iii) Developing and assuring adherence to preventive maintenance schedules and programs for all facility systems and equipment.

(iv) Initiating periodic validation of equipment that could become hazardous to personnel or property in the event of failure.

(v) Complying with specific responsibilities defined in the Langley Research Center (LaRC) Safety Manual.

(3) Listing of Facility Safety Heads

A current listing of all Facility Safety Heads will be maintained by the Safety Manager. Principal Facility Safety Heads are listed in the LaRC Telephone Directory.

b. Facility Coordinators and Alternates

(1) All Facility Coordinators and Alternates are recommended for appointment by the line organization(s) responsible for the operation of the facility, to the Vice-Chairperson of the Executive Safety Board (see Attachment A). Contractor personnel may be appointed to fill the Facility Coordinator role.

(2) Alternate Facility Coordinators

Alternate Facility Coordinators will be designated for each shift of multiple shift operations. To distinguish these Facility Coordinators from normal alternates, as discussed in paragraph 3.b (1) above, they are designated as Assistant Facility Coordinators.

c. Organizational Facility Coordinators and Alternates

(1) In facility complexes occupied by more than one organizational unit or research apparatus, Organizational Facility Coordinators and Alternates can be appointed in a manner similar to Facility Coordinators.

(2) Responsibilities, All Facility Coordinators

Facility Coordinators shall:

(a) Assist the corresponding Principal or Organizational Facility Safety Head in achieving safe operation of the facility complex or research apparatus.

(b) Initiate requests for maintenance, repairs, modifications, or alterations to the facility.

(c) Notify and get clearance from other coordinators within the facility for any proposed work requiring utility disruption.

(d) Coordinate the operating procedure of equipment in the facility so that the use of common utilities does not create a safety problem.

(e) Advise line management and Facility Safety of all facility modifications or alterations and reviews required by LAPD 7000.2, "Review Program for Langley Research Center (LaRC) Facility Projects," and this directive.

(f) Maintain a procedure for obtaining clearance for any proposed work in the facility.

(g) Notify the Safety Manager and stop any work not being performed in accordance with appropriate regulations.

(h) Assign a temporary coordinator and notify the Safety Manager and the Facility Safety Head when the Facility Coordinator and the Alternate are on leave, travel, and so forth.

- (i) Control red tags and have an authorized safety operator attach them to electrical switches, air and fluid valves, or similar control devices when operation would cause injury or damage.
- (j) Maintain a procedure for having the facility secured after normal day shift duty hours. The Security & Program Protection Services, Safety and Mission Assurance Office, is to be advised of this procedure.
- (k) Have exits unlocked during normal day shift duty hours.
- (l) Have the name and room number of the Facility Safety Head and Facility Coordinator posted on the directory board of the facility.
- (m) Report safety violations to the Safety Manager.
- (n) Ensure that a current facility fire evacuation plan is posted.
- (o) Implement the requirements and/or duties prescribed in the emergency preparedness documents defined in this directive.
- (p) Implement a facility winterization program to ensure that facilities are protected from problems incurred by extreme cold temperatures.
- (q) Take immediate corrective or remedial measures when the NASA Langley Duty Officer of line supervisors report facility emergencies during nonduty hours.
- (r) Advise the NASA Langley Duty Officer and the LaRC Safety Manager of current telephone numbers (business and home) to ensure that Facility Coordinators are reached promptly when there is a facility emergency.
- (s) Designate other personnel as necessary to assist in carrying out duties. These designations are to be coordinated with the appropriate supervisors.
- (t) Perform other duties as defined in the LaRC Safety Manual.

(3) Listing of Facility Coordinators

A current listing of Facility Coordinators will be maintained by the Safety Manager and published in the LaRC Telephone Directory.

4. FUNCTIONAL ORGANIZATION

(1) Safety and Mission Assurance Office (SMAO) is responsible for the management of this Center's Safety Program, excluding Aviation Safety.

(a) SMAO Functional Responsibilities

SMAO shall:

- (i) Serve as the LaRC focal point for safety resources planning and acquisition.
- (ii) Provide the LaRC safety point of contact between NASA Headquarters, other NASA installations, other Government agencies, and industry. This includes safety reporting requirements placed on the Center.
- (b) Safety and Facility Assurance Branch (SFAB) Functional Responsibilities

SFAB shall:

- (i) Provide safety assessments in the areas of design, maintenance, repair, and operations.
- (ii) Provide support for facilities software upgrading and configuration control.
- (iii) Provide specialized engineering analyses for research equipment systems, process control systems, facilities, and flight projects.
- (iv) Participate in formulation and implementation of safety policy.
- (v) Provide appropriate reviews to ensure conformance with established safety regulations and policy and take necessary corrective action when required.
- (vi) Update and maintain the LaRC Safety Manual.
- (vii) Provide a member for all project review committees.
- (viii) Monitor all activities associated with ionizing and nonionizing radiation operations, including all correspondence and licensing applications with the Nuclear Regulatory Commission (NRC).
- (ix) Provide assistance as required to all levels of management in discharging their safety responsibilities.
- (x) Ensure the preparation, review and maintenance of safety records.
- (xi) Ensure safety reviews for all systems throughout their life cycle.
- (xii) Provide for a safety training program.
- (xiii) Assist the Contracting Officer in determining the adequacy of contractors' safety programs, including off-site programs either in support of Center activities or in furnishing hardware.
- (xiv) Conduct noise surveys.

(xv) Evaluate results of noise measurements and recommend requirements as needed for compliance with regulations.

(xvi) Review and approve the engineering abatement of any suspected noise emissions in excess of allowable limits such as planned facility modification.

(2) Safety Manager

The Safety Manager is the Head, SFAB, SMAO.

(a) Safety Manager's Functional Responsibilities

The Safety Manager's functional responsibilities are:

(i) Maintain continuing surveillance of Center operations to ensure observance of safety requirements and procedures.

(ii) Manage safety services and equipment such as fire protection and hazardous waste disposal.

(iii) Serve as a member (or appoint representatives) of all project review and safety committees.

(iv) Maintain a current listing of Facility Safety Heads and Facility Coordinators.

(v) Assist Workforce Planning, Management, and Analysis Branch personnel to determine hazardous tasks to be referred to the Director of the Office of Human Resources.

(vi) Implement a Hearing Conservation Program to ensure the quality of the environment for employees.

(vii) Be cognizant of all regulations and rules pertaining to noise exposure.

(viii) Provide guidance on noise in the area of design, maintenance, rehabilitation, and operations.

(vix) Assure implementation and maintenance of a testing and certification program for specialized operators.

(vx) Approve all Safety Permits.

(vxi) Prepare safety reports as required.

(vxii) Maintain safety records.

(xiii) Comply with the NASA mishap reporting and investigating requirements as set forth in NPD 8621.1, "NASA Mishap Reporting and Investigating Policy."

(3) Emergency Preparedness Officer

The Emergency Preparedness Officer is the Head, SFAB, SMAO. (See LPR 1046.1, "Langley Research Center Emergency Plan.")

Functional Responsibilities

The Emergency Preparedness Officer shall:

(a) Serve as the focal point for coordinating the activities of the various organizations and individuals responsible for providing Center major emergency response capability.

(b) Develop and maintain documentation for Center-wide emergency plans, such as:

(i) Snow and Ice Removal.

(ii) Hurricanes, Tornadoes, Thunderstorms, and High Water.

(iii) Response to Major Accidents and Explosions.

(iv) Civil Defense.

(v) Civil Disturbances and Bomb Threats.

(4) Aviation Safety Officer

The Aviation Safety Officer is appointed by the Chairperson of the Executive Safety Board. The Aviation Safety Officer is to ensure that the Chairperson of the Executive Safety Board is kept fully and currently informed of concerns relative to the safe conduct of the Center's aviation research and operational support activities.

Functional Responsibilities

The Aviation Safety Officer's functional responsibilities are:

(a) Provide technical guidance on safety aspects of flight programs.

(b) Maintain surveillance of aviation activities for conformance with prescribed directives, standards, and procedures, and propose corrective action when required.

- (c) Review aviation training and assess qualifications to ensure safety of operations.
- (d) Serve as a member of the Airworthiness and Safety Review Board.
- (5) Occupational Health Officer

The Occupational Health Officer, Office of Human Resources, operates in conjunction with the Safety Manager in controlling potential health hazards.

Functional Responsibilities

The Occupational Health Officer's functional responsibilities are:

- (a) Provide first aid service.
- (b) Provide medical and injury data.
- (c) Provide for job-related physical examinations.
- (d) Provide for medical consultation for Human Factors Research Review.
- (6) NASA Langley Duty Officer

The NASA Langley Duty Officer is the official contact point for the Center for securing systems after normal day shift duty hours, including weekends and holidays. The NASA Langley Duty Officer is to be notified whenever a safety problem arises after normal duty hours.

Functional Responsibilities

For the functional responsibilities of the NASA Langley Duty Officer, see LAPD 1040.1, "NASA Langley Duty Officer."

(7) Advisory Boards

To ensure that safety policy and programs are implemented effectively, the Facility Safety Advisory Board and the Labor/Management Safety and Health Advisory Committee are established.

(8) Facility Safety Advisory Board

(a) Functions

The Facility Safety Advisory Board's functions are:

- (i) Propose and evaluate safety policy before implementation.

(ii) Review items requiring management attention, after coordination with the Safety Manager.

(b) Meetings

Meetings are scheduled by contacting the Safety Manager, extension 47233.

(c) Minutes

Minutes of each meeting are to be kept by the Secretary.

(d) Membership

Membership of the Facility Safety Advisory Board is shown in Attachment B.

(9) Labor/Management Safety and Health Advisory Committee

(a) Functions

The Labor/Management Safety and Health Advisory Committee's functions are:

(i) Provide a forum for personnel of LaRC labor and safety and health management to discuss potential problem areas.

(ii) Ensure appropriate resolution of problems.

(b) Meetings

Meetings are to be held at least quarterly. Special meetings may be held at the request of labor or management.

(c) Minutes

Minutes of each meeting are to be kept by the Secretary.

(d) Membership

Labor/Management Safety and Health Advisory Committee membership is shown in Attachment C.

5. AUTHORITY

In addition to exercising the authority necessary in carrying out their responsibilities, all the officials designated in this directive have the authority to stop any operation which they consider unsafe. Exercise of this authority requires immediate notification, with confirmation in writing, to the Head, SFAB, and the cognizant Facility Safety Head.

6. REPORTING

In addition to the normal communications requirements, the Safety Manager, the Aviation Safety Officer, and the Occupational Health Officer are to provide a minimum of one annual Status Report to the Executive Safety Board.

7. RECISION

LAPD 1700.2, dated January 4, 2005.

Jeremiah F. Creedon
Director

Attachments A, B, and C

Attachment A to LAPD 1700.2**May 20, 2005**

SAMPLE

TO: 429/Safety Manager

FROM: (Cognizant organization)

SUBJECT: Appointment of Facility Safety Head(s) and Facility Coordinator(s)

It is recommended that the following individual(s) be appointed Facility Safety Head(s) or Facility Coordinator(s) as required by Langley Policy Directive 1700.2. The appointee(s) will be responsible for those functions defined within the LAPD as related to the position of Facility Coordinator of the designated facility and, in particular, adherence to all applicable requirements in the LaRC Safety Manual.

Facility/Apparatus _____ Facility No. _____

Principal Facility Safety Head _____ M/S _____

Replacement for _____, or New Appointment _____

Organizational Facility Safety Head _____ M/S _____

Replacement for _____, or New Appointment _____

Principal Facility Coordinator _____ M/S _____

Alternate(s) _____ M/S _____

Replacement for _____, or New Appointment _____

Organizational Facility Coordinator _____ M/S _____

Alternate(s) _____ M/S _____

Replacement for _____, or New Appointment _____

Organizational Unit Manager responsible for operation of the facility

Recommending Official Date_____
Concurring Official Date(Vice Chairperson,
Executive Safety Board)_____
Appointing Official Date

FACILITY SAFETY HEAD ADVISORY BOARD

		Organization
Chairperson:	E. Leon Morrisette	RTD
Vice-Chairperson	Wesley L. Goodman	RTD
Secretary:	Janet Edmondson	SMAO
Members:	Arthur Wycoff	OHCM
	Blanche Johnson	OCFO
	Troy F. Middleton	RTD
	John R. Micol	RTD
	Thomas G. Popernack, Jr.	RTD
	K. Mason Proctor	SMAO
	Calvin C. Chandler	RTD
	C. Tom Mills	RTD

LABOR/MANAGEMENT SAFETY AND HEALTH ADVISORY COMMITTEE

Chairperson:	Alan H. Phillips	Safety Manager
Members:	Francine Taliaferro	Labor Relations Officer
	Arthur Wycoff	Occupational Health Officer
	John W. Lee	Environmental Program Manager
	Highest Ranking Official	American Federation of Government Employees (AFGE)
	Highest Ranking Official	Pattern Makers Association (PMA)
	Monica G. Schrum	Head, Security & Program Protection Services